

**BUDGET AND ACCOUNTING TECHNICIAN
GS-503**

This series includes positions the duties of which are to perform or supervise clerical or technician work in support of accounting, auditing, budgeting or financial management functions when no other established series in the Accounting and Budget Group GS-0500 is appropriate. The work requires a knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

BUDGET AND ACCOUNTING TECHNICIAN – ENTRY LEVEL

| Competencies | Developmental Areas | Training Resources and Developmental Recommendations |
|---|--|--|
| <p>Knowledge of Agency organizational structure as it relates to budgeting, accounting, auditing, and financial management functions.</p> <p>Knowledge of accounting and procedures, terminology, documents, and account structures.</p> <p>Knowledge of financial acquisition and reporting fund control and accounting procedures.</p> <p>Knowledge of records maintenance and filing systems.</p> <p>Skill in operating a personal computer.</p> | <p>Financial Management</p> <p>Human Resource Management</p> <p>Systems/Technology Management</p> | <p><u>TRAINING RESOURCES:</u></p> <p>Accounting for Non-Accountants; Contracting Basics for Support and Administrative Personnel USDA Graduate School</p> <p>Travel Rules and Regulations In-House Training (Financial Management Division)</p> <p>ARMPS Training In-House Training (Financial Management Division)</p> <p>ARS Financial Management Training including FFIS, LOTS, and SAMS In-House Training (Financial Management Division) and National Finance Center</p> <p>Civil Rights Training In-House Training (Equal Employment Opportunity Office)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>WordPerfect and GroupWise In-House Training (Information Technology Division)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Shadow a Senior Budget Technician</p> |

BUDGET AND ACCOUNTING TECHNICIAN – INTERMEDIATE LEVEL

| Competencies | Developmental Areas | Training Resources and Developmental Recommendations |
|---|--|---|
| <p>Knowledge of accounting and budget procedures, terminology, documents, and account structures to determine errors and resolve underlying causes of problems.</p> <p>Ability to identify, categorize, and analyze salary data in order to relate effects of changes in salary obligations to overall costs.</p> <p>Knowledge of Annual Resources Management Systems (ARMS) and associated documentation.</p> <p>Knowledge of NFC regulations and instructions concerning the preparation and submission of time and attendance reports.</p> <p>Knowledge of travel and correspondence regulations.</p> <p>Skill in operating a personal computer and systems in accounting and programming functions.</p> | <p>Financial Management</p> <p>Human Resource Management</p> | <p><u>TRAINING RESOURCES:</u></p> <p>Budget Analysis Workshop and Simplified Acquisition Procedures USDA Graduate School</p> <p>Project Management for the Office Professional USDA Graduate School</p> <p>Travel Rules and Regulations In-House Training (Financial Management Division)</p> <p>Civil Rights Training In-House Training (Equal Employment Opportunity Office)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Shadow a Senior Budget Technician</p> |

BUDGET AND ACCOUNTING TECHNICIAN – ADVANCED LEVEL

| Competencies | Developmental Areas | Training Resources and Developmental Recommendations |
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| <p>Knowledge of budget and fiscal administration, laws, principles, objectives, and regulations.</p> <p>Knowledge of the NFC centralized accounting system to follow individual funds and specific monies from initiation through expenditure stages in order to trace discrepancies and determine underlying causes.</p> <p>Knowledge of procurement transactions and documents, symbolic codes, account structures, and procedures for setting up, liquidating, and transferring obligations.</p> <p>Knowledge of fund accounting methods, procedures, and techniques used in maintaining and analyzing all classes of accounts in an accounting system encompassing a great number of diversified activities.</p> | <p>Administrative Management</p> <p>Financial Management</p> <p>Human Resource Management</p> | <p><u>TRAINING RESOURCES:</u></p> <p>Project Management USDA Graduate School</p> <p>Activity-Based Costing Workshop; Budget Analysis; Budget and Accounting for Revolving Funds; Federal Cost Accounting Concepts; and Working Capital Funds USDA Graduate School Management Concepts, Inc.</p> <p>Civil Rights Training In-House Training (Equal Employment Opportunity Office)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Shadow a Budget Analyst Take developmental detail assignments</p> |